

**BUILDING INSPECTOR/
FACILITIES MAINTENANCE COORDINATOR**

DEFINITION:

Under general supervision, performs skilled inspection of residential, commercial and industrial structures; interprets and enforces applicable codes and regulations; coordinates maintenance for City buildings; performs related work as required.

CLASS CHARACTERISTICS:

Successful performance in this class requires the ability to interpret, explain and apply complex codes and regulations and to deal successfully with developers, contractors and property owners in a variety of face-to-face situations. The class also requires the ability to coordinate and manage a variety of building maintenance functions with minimal guidance and supervision.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Conduct field inspections of new and remodeled residential, commercial and industrial structures during construction and upon completion to ensure compliance with various building, electrical, mechanical, and plumbing codes.
2. Provide and/or coordinate daily maintenance of all City owned buildings including, lighting repairs, upkeep of all equipment, plumbing repairs, minor carpentry repairs, vandalism, maintenance contracts and providing information to Building Official for budget requests.
3. Check compliances with zoning, disabled, energy conservation and similar regulations.
4. Maintain records and prepare detailed inspection reports.
5. Coordinate security system at City Hall and public works facilities.
6. Prepare or obtain documentation needed (scope of work, insurance documents, etc.) for CIP projects which include repairs to, additions to, or new City facilities.
7. Investigate complaints, gather information, make recommendations and attempt to resolve difficult situations.
8. Maintains, monitors, and updates vendor contracts related to building maintenance.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

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9. Coordinate telephone system maintenance which includes maintaining a telephone numbering inventory, arranging for necessary service repairs and reviewing all telephone billing for City phones and cellular phones.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Prepare correspondence and research new or amended codes or regulations.
2. Assist with plan checking and related office assignments on a relief basis.
3. Perform related work as required.

QUALIFICATIONS:

Knowledge of:

1. Applicable city, county, state and federal laws, codes, ordinances and regulations.
2. Building inspection, code enforcement, citation procedures, and building maintenance methods and techniques.
3. Typical construction methods and materials.
4. Safety procedures required when performing building maintenance functions.
5. Basic telephone and security system functions and maintenance.

Skill in:

1. Interpreting, applying and explaining complex codes, laws and regulations.
2. Reading and interpreting construction plans and specifications.
3. Detecting and correcting problems at the earliest stage of construction.
4. Performing minor maintenance repairs to City-owned buildings and facilities.
5. Reviewing and updating vendor contracts.
6. Coordinating maintenance and repairs to City telephone and security system.

Ability to:

1. Quickly learn and apply the policies and procedures pertaining to the work.

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2. Establish and maintain effective working relationships with those contacted in the course of the work.
3. Execute duties with a strong customer service orientation.

JOB REQUIREMENTS:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Willingness to work out-of-doors in varying weather conditions and the physical capability for sustained walking, standing or climbing.
3. High school graduation or the equivalent.
4. Two years experience in any combination of 1) journey-level craft-work in the construction trades, 2) plan checking, drafting or other sub-professional engineering work, or 3) inspecting construction in progress.

OTHER QUALIFICATIONS:

1. College level course work in a related technical curriculum and an appropriate I. C. B. O. certification.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Automobile
2. Calculator
3. Reports, forms, pencils and pens
4. Computer monitor, keyboard and printer
5. Copy machines
6. Fax machines
7. Telephone
8. Keys to City locks
9. Beeper
10. Gasoline pumps
11. Hard hat and cover-all
12. Miscellaneous hand tools

MACHINES/TOOLS/EQUIPMENT UTILIZED (continued):

13. Power tools

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PHYSICAL DEMANDS:

1. Walking
2. Speaking/Hearing
3. Seeing
4. Standing
5. Climbing
6. Lifting up to 20 lbs.
7. Mobility
8. Bending/stooping
9. Crawling

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 50% of the time
Travel: varying conditions, 50% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying weather conditions
2. Noise level: varying low to high equipment noise
3. Flooring: asphalt, gravel, grass, dirt, rock, stairs, etc.
4. Dust: normal outdoor, to high outdoor levels
5. Hazards: exposure to rough electrical wiring and mechanical hazards, inspecting all areas of construction in progress